

Phoenix Program

Process Definition – Purchasing Module

Process ***State Purchase Order Processing***

Process Number ***PO – 007*** Revised 3/18/99

Description of Process

This process is used after a State Requisition is received which does not need to be bid and can be converted directly to a Purchase Order.

Input to Process

State Requisition

Output of Process

Purchase Order

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
Convert Requisition to PO	Requisition Selection
Edit PO	Purchase Order
Amount Approve PO	PO Amount Approval
Chartfield Approve PO	PO Chartfield Approval
Dispatch PO	Dispatch PO

Phoenix Program
Process Definition – Purchasing Module

Phoenix Program Process Definition – Purchasing Module

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Buyer determines that State Requisition does not need to be bid and can be awarded directly to a Purchase Order.	State Buyer
Step 2: Navigate to Manage Purchase Orders Menu (Go, Administer Procurement, Manage Purchase Orders)	“
Step 3: Navigate to Requisition Selection (Use, Requisition Selection, Select Criteria) Key in the Business Unit for the requisition.	“
Step 4: Check the “Specific Requisition” checkbox and select the correct requisition number from the drop down list. Click on the dog icon to retrieve the requisition lines.	“
Step 5: From the PO Sourcing Panel Tab, select the vendor for all requisition lines to be awarded (usually all lines will be selected) and confirm the quantity and UOM. Turn on the check box next to each item.	“
Step 6: Go to the PO Info. tab and confirm data displayed. Select your buyer name from the drop down box and save.	“
The PO will not be available until the PO Build batch process runs. This process should run hourly.	
Step 7: After PO Build runs, navigate to the PO Lines panel (Use, Purchase Order, Lines, Update/Display). Enter the Business Unit, your buyer name, and click OK to display a list of PO's. Select the correct PO by finding the requisition number in the PO Ref column.	“.
Step 8: Make any necessary modifications to the PO data. Go to the Header panel tab and select the appropriate PO type. Use the “Matching” button to set matching to two or three way as appropriate. Use the Vendor button to confirm the payment terms and vendor location. Then click the “Approve” button and save. This will generate the PO number.	“
Step 9: Run the PO Edit process by clicking on the “Check” button at the top of the header panel. The system will instruct you to subsequently click on the “Dog” button to check the status of the process. When the panel refreshes, the process is complete. Look at the grayed out “Post Document” checkbox at the bottom left of the panel. If this box is checked, the PO Edit process ran successfully. If not checked, contact your system administrator.	“
Depending on the Business Unit's Approval setup, the PO status may be shown as either “Approved” or “Pending Approval”. Do not do any further processing until the PO is in an approved status. DO NOT CLICK ON THE MAGNIFYING GLASS WHICH RUNS THE PO BUDGET CHECK UNTIL AFTER THE PO IS IN AN APPROVED STATUS.	“
Step 9: If the status is still “Pending Approval”, navigate to the PO Approval panel (Use, Amount Approval, Approval). Select the PO, update the “Approval Action” to “Approved” and save.	“

Phoenix Program Process Definition – Purchasing Module

Step 10: If the PO is still in a “Pending Approval” status, navigate to the PO Chartfield Approval panel (Use, Chartfield Approval, Approval). Select the PO, update the “Approval Action” to “Approved” and save. The PO should now be in an “Approved” status.

Step 9: After the PO is in an “Approved” status, go back to the PO Header panel. (Use, Purchase Order, Header, Update/Display). Use the “Magnifying Glass” button to run the PO BCM (Budget Checking) process. If the BCM status displays an error, contact the agency procurement officer so that budget can be increased to accommodate the PO Amount. If BCM is valid, proceed to next step.

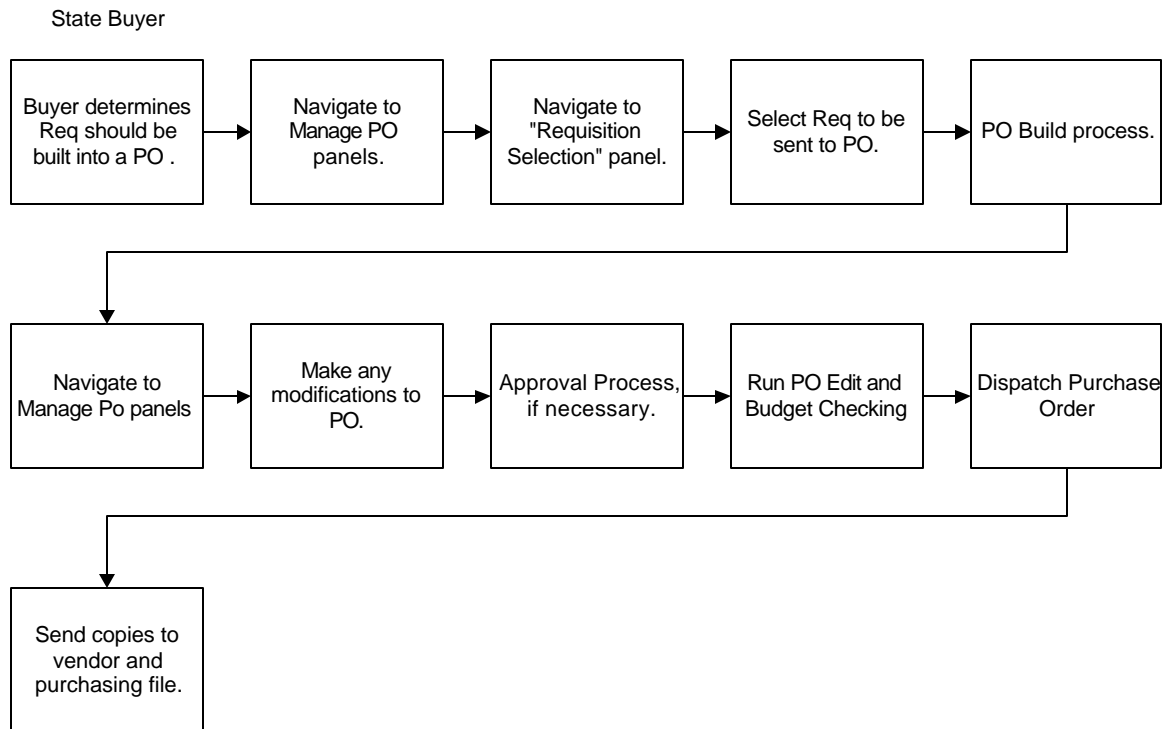
Step 12: Navigate to the “Dispatch Purchase Orders” panel (Process, Dispatch Purchase Orders, Update/Display). Select the Business Unit and Purchase Order Number, and run the Dispatch Process.

Step 13: Forward one copy of PO to vendor and keep one for the Purchasing file. **Should a third copy be made and sent to the Agency or should the agency be contacted so that they can print their own copy if needed?**

Forms Used with

Process(##) None

Business Process Flow:



**Phoenix Program
Process Definition – Purchasing Module**

APPROVAL FORM

SIGNER	ROLE	DATE
Rick Housworth	DOAS Project Lead	3/1/99
Carol Bass	THG Project Lead	3/1/99
Kyle Morton	THG Functional Analyst	3/1/99